

I.	<u>Position Title:</u>	Sandy Arts Guild Stage Manager (Variable Hour Non-Benefitted)	<u>Revision Date:</u>	04/15
			<u>EEO Category:</u>	Admin. Support
			<u>Status:</u>	Non-exempt
			<u>Control Number:</u>	57775

Under the direction and supervision of the Community Events Director, responsible for the general stage, lighting, and sound operation of all Sandy Arts Guild Events at the Sandy Amphitheater and the Theater at Mount Jordan. Work with the Sandy Arts Guild on all theatrical and non-theatrical productions. Oversee the Sandy Arts Guild storage facility and rental of set and prop inventory.

- Coordinate all technical needs of Sandy Arts Guild productions and events.
- Oversee Sandy Arts Guild productions including rehearsals, and production meetings.
- Oversee Sandy Arts Guild productions with regard to participants' safety.
- Coordinate all storage and rental of set, costume and property inventory.
- Coordinate transportation of set and property inventory for Sandy Arts Guild productions and events.
- Assist in the use, design, and movement of all sound, lighting, and stage elements.
- Report missing or malfunctioning equipment at the Amphitheater to the Special Events Coordinator.
- Report missing or malfunctioning equipment at the Theater at Mount Jordan to the Canyons School District designee.
- Assist with sound and lighting set-up for Sandy Arts Guild productions, events and rehearsals as needed.
- Attend staff meetings as requested.

- Coordinate with production designers to make best use of Sandy Arts Guild set and property inventory.
- Perform other duties as assigned.

**Communication Skills:** Interacts with other City professional and technical staff. Must have the ability to communicate in a professional and courteous manner with the general public. Must dress and groom in a manner congruent with the image of Sandy City.

**Tool, Machine, Equipment Operation:** Amphitheater and the Theater at Mount Jordan stage, sound, and lighting equipment; stage lifts; use of personal and/or city vehicle; must pass Sandy City requirements to drive a trailer.

**Analytical Ability:** Must have the ability to gather data and information and report such to the Special Events Coordinator or Canyons School District designee relative to technical needs.

VI. Working Conditions:

**Physical Demands:** While performing duties of job, employee is frequently required to stand; walk; stoop; kneel; use hands to handle, or feel objects, tools, or controls. Employee must occasionally move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

**Work Environment:** Working conditions include outdoor exposure, and may be exposed to a variety of weather conditions. May involve prolonged exposure to rain, wind, etc. Some hazards associated with theatrical equipment, tools and rigging and working in proximity to high voltage. Weekend and some holiday work will be required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, or skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same or similar position. Management reserves the right to add or change duties at any time.

DEPT/DIV. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_